

Recommendation Requests

If you need a letter of recommendation or a counselor report, you must turn in a counselor recommendation packet, which can be found under “College Information” on Mrs. Thames’s Google Classroom or on the Guidance Page of the CHS website. The packet includes a student questionnaire and signed release. (If you’ve previously turned in a résumé or “brag sheet,” just return the signed release form.) All of these items must be completed and turned into the counselor at least four weeks before the application deadline. Completion cannot be guaranteed for students who do not turn in materials in a timely manner. It is the student’s responsibility to contact the counselor and/or teachers when a recommendation is needed. It is the student’s responsibility to follow up with the counselor or teacher a week before deadlines to make sure that all materials have been submitted.

Other things to know that may be needed for application completion:

- Senior class size = 300
- CHS does not rank until graduation. No approximation will be given.
- If you submit an application using Common Application or SEND EDU, an electronic transcript will be uploaded. The counselor’s email must be submitted correctly to these accounts. (kristen.thames@stpsb.org). After submission the student must follow up with the counselor and turn a résumé or brag sheet (if one hasn’t already been submitted) if a letter of recommendation is needed.
- If you are applying to an in state public university, they should be able to access your transcript in the state transcript system.
- If a college requires an official ACT test report and does not have your scores, then you will need to log into your ACT online account and pay to have them sent to the college.
- If you need an official transcript mailed to the college then you will need to contact Mrs. Angel Carriles, CHS Registrar. She works in the School Counseling Office in the 500s. (angel.carriles@stpsb.org)
- Louisiana requires public school students to complete the FAFSA. The FAFSA opens October 1st of Senior year. Go to the [FAFSA website](#) and select “Start a New FAFSA”. Most colleges require this for any financial aid to be given and it is also the TOPS application.